



## **POSITION ANNOUNCEMENT**

### **Housekeeper/Set-Up**

*Mount Vernon Nazarene University exists to shape lives through educating the whole person and cultivating Christ-likeness for lifelong learning and service.*

Mount Vernon Nazarene University (MVNU) is an intentionally Christian teaching university for traditional age students, graduate students, and working adults who seek opportunities to learn and grow in an academic community of faith. The University provides the context for a transformational experience through excellent academics, service opportunities, caring relationships, and a nurturing spiritual and social environment. Faculty, staff, and students are challenged to achieve their highest potential, to become increasingly Christ-like and to make a difference in their world through lifelong service.

The University seeks a full-time, 37.5 hours a week, 12-month Housekeeper for the Facilities Division on the Mount Vernon main campus. This position works Monday through Friday, with occasional weekend work. The position reports to the Housekeeping Coordinator and may receive general supervision from a shift Lead Housekeeper. A full complement of benefits is provided including a health care plan, retirement contributions and tuition assistance (for self and dependents). The candidate will also receive generous holidays, and vacation and sick days earned on an accrual basis.

#### **Responsibilities for this position include:**

- Set-up, tear-down and moving furniture for campus events
- Cleans areas such as offices, classrooms, kitchens, living spaces, dormitories, laboratories, lobbies, locker rooms, stairways, corridors and elevators
- Cleans gym floors
- Cleans, sanitizes and deodorizes restrooms; restocks supplies
- Cleans multi-level stairwells, sidewalks and entrance ways
- Shovels snow and applies ice-melting material on entryways and steps around assigned buildings
- Maintains adequate supply of cleaning equipment/supplies and requests re-supply when needed
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide seamless customer service
- Assists in the instruction and supervision of student employees, as applicable
- Reports all repairs required and safety and fire hazards to supervisor
- Removal of trash and recycling from buildings on a daily basis
- Observes safety standards and practices
- Other duties as assigned

*The above statements describe the general nature and level of work to be performed by an individual assigned to this position. This is not intended to be an exhaustive list of all responsibilities and duties required of the position.*

#### **Expectations for the successful candidate:**

- Evangelical Christian confession of faith and experience
- High School diploma or GED (preferred)
- Excellent communication and interpersonal skills demonstrated by the ability to communicate with managers, co-workers, students and members of the general campus community in a courteous manner
- Demonstrates time management skills with the ability to work with little supervision
- Ability to meet clearly defined University cleaning standards within designated shift
- Ability to work alone or within a team to achieve cleaning standards without constant supervision
- Ability to operate large and small power driven equipment (vacuum sweeper, buffer, etc.)

- Previous related experience and knowledge of standard cleaning procedures (preferred)
- Ability to work various shifts and overtime, as required

Physical Requirements

- Ability to set-up, tear down, move furniture throughout buildings, and lift up to 80 pounds
- Ability to work with standard cleaning chemicals

To be considered for this position, please email a resume to [humanresources@mvnu.edu](mailto:humanresources@mvnu.edu) and complete the application, found at: <http://mvnu.edu/jobs/application>. Applicants submitting materials via email should attach either a Microsoft Word or .PDF File. Alternatively, materials can be faxed to (740-397-1005), or mailed to:

Mount Vernon Nazarene University  
Human Resources  
800 Martinsburg Road  
Mount Vernon, OH 43050

Professional and personal references are required, consistent with the responsibilities associated with this position. A background check will be performed prior to appointment. Mount Vernon Nazarene University does not unlawfully discriminate on the basis of race, color, sex, national origin, age, disability, or military service in administering its employment policies and practices. As a religious educational institution under the auspices of the Church of the Nazarene, the University is permitted by law to consider religious beliefs/practices in making employment decisions and does so to achieve its mission. The University requires as a condition of employment that all employees subscribe to standards of the Church of the Nazarene and conduct their lives in accordance therewith.